

**Town of Bellefonte  
Meeting Minutes  
October 10, 2016**

**Attending:** Dave Brenner, Brandon Dougherty, Scott MacKenzie, and Andrew Ritchie

**Excused:** Ross Logan

**Special Guests/Public Comments:** Eric Waugh is attending to view plans for 906 Brandywine Blvd. per FOIA request. No other guests were in attendance.

**Called to order:** The meeting was called to order at 7:06 pm.

**Minutes:** Brandon made a motion to waive the reading of the minutes and to approve them as distributed, seconded by Dave, and the motion passed.

**Building Inspector's Report:** Scott said that he had received two communications from Kyle: 1) a certificate of occupancy was issued for 1205 Brandywine Blvd., and 2) Jesse Logan of Showworks requested a temporary CO from Kyle because he is concerned that they will not be able to pour concrete before the first freeze. Kyle sent a list of safety system requirements that must be met before a TCO is issued.

There has been no update on NCC taking over Building Code from Bellefonte at this time.

**Plumbing Inspectors Report:** Steve Russo reported the following activity:

- 1101 Bellevue Ave – new HVAC \$50
- 1101 Bellevue Ave – plumbing \$50
- 305 Bellefonte Ave – new water service \$50
- 800 Maple – new HVAC system \$100

Scott made a motion to approve \$125 for Steve Russo, seconded by Brandon, and the motion passed.

**Board of Adjustment** – Brian reported no activity.

**Planning Commission** - Carol reported that the Planning Commission continued updating the Comp Plan and that they have begun working on the goals and objectives section.

**Treasurer/Tax Collector's Report** – Curt presented the monthly financial position as of September 30, 2016. (attached)

Brandon made a motion to accept the Treasurer's report, seconded by Scott and the motion passed.

**President's Report:**

- Dave reported that he had changed the answering machine setup at Town Hall so that it now rings only once before going to voicemail, and that the system will now send an email to Dave and Scott.
- Use of Park - Dave reported that the BHFC wanted to use the park for their open house. Dave looked into insurance coverage and found out that, in the future, events held in the park using equipment should name the Town as Co-insured for liability.

**Old Business:**

- Capital Improvement – new curbs at Rosedale, curbs on Bellefonte Avenue. The curbs at Town Hall were not as requested. Scott said the Town would have to pay for them to be altered for the wheelchair entrance.
- Town Picnic – 60 people attended. Fairly successful.

Dave called a 10 minute recess to find the drawings for 906 Brandywine Blvd. per the FOIA request. The plans were found and Mr. Waugh reviewed them.

Banners - \$125 Scott, seconded by Dave, all ni favor

**New Business:**

Snow plowing contract – Scott made motion to approve the contract, seconded by Brandon, all approved. Scott will be the point person for contact with Tom Finocchiaro.

**Reading and Approval of Bills**

Scott read the following bills for approval:

Payee	Description	Amount
Will Merlo	Sexton expense (Oct)	\$50.00
Delmarva Power	Streetlights	\$1399.37
Penny Hill Landscaping	Monthly fee	\$670.95
Suez Water Delaware	Monthly service (2xs)	\$35.02
Scott MacKenzie, reimb	Annual Picnic supplies	\$92.39
Andrew Ritchie, reimb.	Picnic supplies	\$76.05
Steve Russo	Plumbing inspection fees	\$125.00
No bill received		
Comcast	Monthly internet/phone	Up to \$150.00
Delmarva Power	Town Hall gas	Up to \$50.00
Delmarva Power	Town Hall electric	Up to \$350.00
Waste Industries	Monthly Trash/Recycling	Up to \$12,800.00

Motion to pay the bills was made by Brandon, seconded by Scott, and all were in favor.

**New Business (contd.):**

- Holiday Party - the Holiday Party will be held on Friday, December 2, Brandon, Scott and Carol will coordinate. Brandon motioned for up to \$1,000 for the holiday party (entertainment and food), seconded by Andrew, and the motion was approved.

Scott will do a postcard to invite people to the Holiday Party. Scott made a motion to approve up to \$300 for a postcard to be printed and mailed, seconded by Andrew, and approved by unanimous vote.

The next Town Meeting will be held on Monday, November 14, at 7 pm.

The Planning Commission/ZRB will meet every Monday except October 31, at 7 pm.

The Town Meeting was adjourned at 8:14 pm.

  
Secretary

11-14-16  
Approved

Town of Bellefonte  
 Monthly Treasurers Report  
 September 2016 Report

	Town Account	MSAF	Account	Property Transfer Account	Town Accounts Sub-Total	September 2015
1 Balance 09/01/16	\$54,119.27		\$10,593.31	\$122,233.45	<b>\$186,946.03</b>	<b>\$135,313.45</b>
<b>Receipts</b>						
2 Town Taxes	121,633.70				<b>121,633.70</b>	
3 Plumbing Inspection Fees	300.00				<b>300.00</b>	
4 Total Receipts	121,933.70		0.00	0.00	121,933.70	126,285.01
<b>Disbursements</b>						
5 Trash Collection	12,771.00				<b>12,771.00</b>	
6 Maintenance	50.00			6,500.00	<b>6,550.00</b>	
7 Town Utilities	685.24		1,398.16		<b>2,083.40</b>	
8 Landscaping	670.95				<b>670.95</b>	
9 Community Activities	375.00				<b>375.00</b>	
10 Flagpole	300.99				<b>300.99</b>	
11 Town Tax Bills (postage)	141.00				<b>141.00</b>	
12 Banners	100.00				<b>100.00</b>	
13 Public Notices	98.56				<b>98.56</b>	
14 Bank Fees	29.19				<b>29.19</b>	
15 Total Disbursements	15,221.93		1,398.16	6,500.00	<b>23,120.09</b>	15,519.38
16 Ending Balance 09/30/16	<u>\$160,831.04</u>		<u>\$9,195.15</u>	<u>\$115,733.45</u>	<u><b>\$285,759.64</b></u>	<u><b>\$246,079.08</b></u>

17 September Properties:

Curt A. Nass  
 Treasurer/Tax Collector

